

SELF-SERVICE CENTER

PROCEDURES: HOW TO SERVE LEGAL PAPERS BY PUBLICATION

In matters of GUARDIANSHIP, CONSERVATORSHIP, PROBATE OF ESTATE,
and the SALE OF REAL PROPERTY

(Arrange for service AFTER you have filed your papers in court.)

STEP 1 **COMPLETE ATTACHED LETTER to NEWSPAPER** describing the documents that need to be referenced by the newspaper, and submit copies of those documents along with the letter to the paper.

A. IF YOU HAVE A COURT ORDER WAIVING/DEFERRING COSTS of PUBLICATION, YOU MUST PUBLISH IN THE ARIZONA BUSINESS GAZETTE.

MAIL OR DELIVER the letter that is attached to this form, a copy of the documents you filed with the Clerk, and the **CERTIFIED ORDER WAIVING/ DEFERRING COSTS of PUBLICATION** to: **Arizona Business Gazette, Legal Advertising, P. O. Box 194, Phoenix, AZ 85001**. You may also **fax** the documents to **(602) 444-7364**, **or** leave your papers in the Gazette's drop box as described below.

- OR -

B. IF YOU ARE PAYING THE COST of PUBLICATION, YOU MAY USE ANY NEWSPAPER OF "GENERAL CIRCULATION" in this county. Note that:

- 1.** There are **numerous** eligible publications **other than** those mentioned below;
- 2.** The Arizona Corporation Commission maintains a list of eligible publications along with their contact information online at: <http://tinyurl.com/9fpwtof>;
- 3. Fees vary.** You may call and ask for "Legal Advertising" to compare prices.

You may publish in **any** of the more than 15 newspapers listed on the web page referenced above, **including** the three listed below. **These three** maintain drop-boxes in the downtown Phoenix Superior Court complex where you may drop off your papers and **non-cash** payment. You may also make or arrange payment over the phone.

- i. **THE ARIZONA BUSINESS GAZETTE.** Call **(602) 444-7315** to determine the cost of publishing your legal ad and to confirm how you wish to pay. Visa, MasterCard, Discover, and checks and money orders, are accepted.
 - **Mail or deliver payment and papers as described in "A" above** (except for the Order Deferring/Waiving Costs).
 - If you have already arranged payment, you may **fax** the documents to **(602) 444-7364**, **- OR -**
 - Deposit papers and payment in the drop box maintained by the Gazette located in the Family Court filing area on the first floor of the Central Court Building at 201 W. Jefferson Street in downtown Phoenix.
- ii. **THE RECORD REPORTER.** Call **(602) 417-9900** to determine the cost of publishing your legal ad and to confirm how you wish to pay. Visa,

MasterCard, Discover, American Express, and checks or money orders made payable to the Record Reporter are accepted.

- **Mail or deliver payment and papers** (a copy of the documents you filed with the Clerk, and the letter that is attached to these instructions) to: **Record Reporter, Legal Advertising, 1505 N. Central, Suite 200, Phoenix, AZ 85004**. If you have already arranged payment, you may **fax** the documents to **(602) 258-2404** - **– OR –**
- Deposit your papers in the drop box maintained by the Reporter located in the Probate Court filing area on the first floor of the Old Court House at 125 W. Washington Street, in downtown Phoenix.

iii. **ARIZONA CAPITOL TIMES**. Call **(602) 258-7026** to determine the cost of publishing your legal ad and to confirm how you wish to pay. Visa, MasterCard, Discover, American Express, and checks or money orders made payable to the **Capitol Times** are accepted.

- **Mail or deliver payment and papers** (a copy of the documents you filed with the Clerk, and the letter that is attached to these instructions) to: **Arizona Capitol Times, Legal Advertising, 1835 W. Adams, Phoenix, AZ 85007**. If you have already arranged payment, you may **fax** the documents to **(602) 258-2504**.
- **Email scanned copies** of the documents in PDF or Word format to publicnotices@azcapitoltimes.com - **OR –**
- Deposit your papers in the drop box maintained by the Capitol Times located in the Probate Court filing area on the first floor of the Old Court House at 125 W. Washington Street, in downtown Phoenix.

STEP 2 WHEN TO FILE:

- **Wait** (about **5 weeks**) for the newspaper to send you an **AFFIDAVIT OF PUBLICATION**, which will include the notice that was published, and the dates of publication. **Some** newspapers will file this document with the Court for you. If the newspaper sends you **TWO** copies or an original, it is intended for **you** to file one. Always verify with the Probate Clerk that the **AFFIDAVIT OF PUBLICATION gets filed**.

STEP 3 GATHER THE PAPERWORK: (Caution: Be aware of confusingly similar document names.)

- Complete the **DECLARATION SUPPORTING PUBLICATION** (PB25f), found in the Forms packet, to describe the efforts you made to locate and serve notice **before** resorting to publication.
- If the newspaper has **not** already filed the **AFFIDAVIT OF PUBLICATION**, ***make sure it gets filed*** by submitting it with the **DECLARATION SUPPORTING PUBLICATION**.
- **Copy** of both of the above (Affidavit and Declaration) documents for your records.

STEP 4 FILE YOUR DOCUMENTS WITH THE COURT:

- The original **DECLARATION SUPPORTING PUBLICATION**, and
- The original of **AFFIDAVIT OF PUBLICATION** (*unless the newspaper filed it for you*).

(And **bring a copy** of the **AFFIDAVIT OF PUBLICATION** to the hearing.)

LETTER TO NEWSPAPER

Print Your Name: _____

Your Address: _____

Date: _____

Name of Newspaper

Address

To Whom It May Concern:

I need to publish notice in the newspaper about the following matter: Probate Court Case No. _____,
which concerns the following: (check one box)

☐ Guardianship and/or Conservatorship matter about (name of person with guardian and/or conservator)
_____, OR

☐ Estate of _____, deceased, OR
Print Name

☐ Sale of Real Property _____. Please Note: The first publication
Print street address of subject property

of this NOTICE must be published at least fourteen (14) days before the scheduled hearing, or by _____.
Print Date

Enclosed is a copy of the following documents stamped by the Clerk of Court (check all that apply):

- ☐ "Notice of Hearing" for matter about guardian and/or conservator, OR Petition, OR
☐ "Notice to Creditors" for probate of an estate, OR
☐ (If no Will) An **Application for Appointment of Personal Representative without a Will**, OR
☐ (If a Will) An **Application for Informal Probate of a Will and for Appointment of a Personal Representative**.

Please publish Notice in your newspaper about this court case once a week for three successive weeks. Also enclosed is (check one box)

- ☐ A check or money order in the amount of \$_____ for the cost of the publication as requested,
OR,
☐ A certified copy of the Order from the court waiving/deferring the publication costs.

When you receive this letter, please call me at _____ to tell me when the first publication will occur.
When all three weeks of publication have been completed, please file the original and send me one copy of the
Affidavit of Publication.

Sincerely,

Your Signature

Enclosures